



# JOB ANNOUNCEMENT

## **Deputy Administrator - Tier II, Two Mississippi Museums Director**

Museum Division

Starting annual salary: \$ 74,308.36

Application deadline: May 1, 2023

This position will serve as the director of the Two Mississippi Museums—the Museum of Mississippi History and the Mississippi Civil Rights Museum. The incumbent is responsible for the leadership and direction of this museum site. Responsibilities range from developing and implementing the site's strategic vision to managing the daily visitor experience. The incumbent:

### **Site Leadership**

- Directs the visitor experience and education teams, fostering a positive, inclusive work environment.
- Supervises and develops site team members by recruiting, selecting, orienting, training, coaching, and evaluating performance.
- Maintains building appearance by recommending maintenance and repair needs.

### **Strategic Vision**

- Partners with agency leadership and the MDAH Board of Trustees to develop strategic direction and establish initiatives that further the mission of MDAH and the Two Mississippi Museums.
- Manages the implementation of strategic initiatives at the site, including establishing daily priorities and conveying strategic vision to all site staff.
- Directs planning and coordination of museum activities and initiatives to increase visitation.

### **Public Relations**

- Serves as a spokesperson and advocate for the Two Mississippi Museums.
- Represents MDAH and promotes its mission to external stakeholders and audiences, including community organizations, schools, government, and the museum and nonprofit communities.

To be successful, the incumbent should demonstrate the following:

- High-level decision-making skills and competence related to the operations of the museums.
- Strong ability to supervise and work successfully with museum staff, volunteers, and diverse public constituencies.
- Strong verbal and written communication skills.

### **Education and experience:**

- A Bachelor's degree and ten years of related experience in the museum field. A Master's degree is preferred.
- Experience in museum operations.
- Knowledgeable of AAM accreditation standards.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal-opportunity employer.